

CER Joint Powers Board Meeting

Friday April 26, 2013

Members Present: Eric Banks, Audrey Nelsen, Tim Johnson, Ross Magnuson, Patti Johnson, Rachel Smith, Bonnie Pehrson, Pablo Obregon, Lynn Peterson, Liz VanDerBill, Matt Dawson, Bill Borth, Mike Miller

Staff: Steve Brisendine, Brad Bonk, Tammy Rudningen, Rob Baumgarn, Jena Tollefson

Updating JPB By-Laws & Joint Powers Agreement:

-Steve Brisendine informed the Board that there are some differences between the By-Laws and Joint Powers Agreement that need to be reconciled. Steve led the board through these changes and the board agreed to changes. Staff will email the corrected By-Laws & JPA to members and will also forward to the City Council and School Board for approval.

-Update Mission Statement-

Current: The Mission of the Community Education and Recreation Department is to generate, support, and encourage the lifelong learning opportunities in the areas of education, personal growth, and leisure activities. Willmar Community Education and Recreation evolve to meet the needs of area residents and surrounding communities through collaboration and non-duplication of services.

Update: Generate, support, and encourage the lifelong learning opportunities in the areas of education, personal growth, and leisure activities through collaboration and non-duplication of services.

Members agreed to accept the new mission.

Officers & Elections:

-JPB struggled to keep officers in attendance.

-Steve advised to do away with officers and have a chair person and possibly vice-chair person to lead the meetings. We don't call upon specific officers to perform duties above and beyond what a regular JPB member would do.

-Members agreed with Steve's advisement because JPB is an advisory board and does not make executive decisions.

Membership:

-12 members, 6 appointed by each entity. City Council and School Board reps on JPB are ex-officio.

-Written notice to a WCER staff member to withdraw from JPB.

-Student Representation- Meeting times have not been conducive to get student representation at the meetings. We have staff on the board that work with students and can provide input from a programming perspective.

Quorum:

-Ross Magnuson asked how many members need to be present to vote.

Current: Members present constitutes a quorum.

Update: 50% plus 1 constitutes a quorum.

Audrey Nelsen brought up that from meetings she can be in attendance that a quorum of majority is needed. Meetings will be held no matter who is present, Liz recommended JPB needing a quorum to protect ourselves and members agreed.

Dan Halldin has changed jobs and is checking into whether or not he can continue to serve on the JPB.

JPB Agreement:

-The agreement that the City and the School developed in 2000 that is the working document of how the actions take place between the two entities.

-Last revision was 3 years ago.

-JPB was acting as the Park Board. The Charter wanted a separate board outside of JPB. Park Board will meet next month. The City reps of JPB and Steve will act as the Park Board. There is a current need for park development.

-Meetings will still take place without a quorum but no voting will take place.

-When Dave Gort left and Brad Bonk took over his position. Brad is now a school district employee. Through attrition the whole department will all be school employees with the City continuing to pay for the staff that was in the original arrangement.

-Will get new signatures-Last time it was signed in 2010 by Les Heitke. Will get it updated with a July 1st date for the new school year.

-JPB will review this document every 3 years with member turnover to review with new members.

School Budget:- The revenue side of Community Ed & Rec- \$379,000 from tax payers from the local levy each year. \$800,000 budgeted from participants for programming fees. Interest earnings are \$64. Gifts and Grants-\$179,000-

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budgeted. Biggest grantee is The Child Guide program of \$108,000. State Contribution-\$651,000 with \$600,000+ going to ABE and Early Childhood. \$2.357 Million Dollar Budget for 2012-2013. We are currently at 60% of our revenue. Still waiting on local tax money, summer fees, and state aid.

-Fees for facilities- We don't charge much for our facilities since they are already paying for them from their taxes. We only charge a facility rental fee to people who are going to make money off of the rental, \$5 per person for long standing commitments to our facilities. Liz stated that the School Board is still reviewing that policy.

-What we spend our money on of a \$2.4 Million budget: Salaries/Wages and Benefits are \$2 Million. Purchasing Services-Monthly Credit Card Fees-65% of revenue is through credit cards, pretty hefty bank fees for that. Under \$100,000 of supplies for all the programs we run in a year. Capitol Improvements-Field work this year at softball and baseball fields.

Steve showed budget spreadsheets the broken down budget by each code.

-ABE pays money to their 10 member consortium and 3 Jails. Split \$59,000. Total Budget of \$712,000. Willmar is \$480,00-500,000.

-Cardinal Place \$377,000 up from \$253,000 last year. 25% increase in enrollment.

-Preschool Screening \$50-60 per 3 year old, \$45 per 4 year old, and \$30 per 5 year old for each child screened. So we try to screen them at 42-48 months. Annually screen around 400 kids.

-Patti Johnson was wondering about Licensed Nursing budget-\$14,000, \$8,000 has been expended. For Home School resources. Would be a topic for Pam Harrington. Home School is in the Community Ed Budget and but staff has no control over it. Would not include Dona Haines.

Amphitheater:

-Andrew Bjur is working on drafts and costs.

-Andrew, Bob Mathiason, and Steve are going to visit 5 amphitheaters around the Twin Cities. Hutchinson, Edina, St. Louis Park, Eden Prairie, Maple Grove, and Plymouth. May 10. Check out how they look, maintenance, and on-going costs.

Board/Staff Updates:

-Rob Baumgarn- Baseball and Softball getting outside finally, elementary programs and camps start June 10th. Registrations are flowing in and we anticipate similar numbers to last year. Time conflicts for parents during the day-doing the best we can to solve transportation issues for families. Cardinal Place will provide transportation to all WCER activities.

Brad Bonk- Waiting on the sun to get the fields going. Men's deadlines have passed and working on a schedule. Winter activities will end next week barring no more now. Women's volleyball and co-rec volleyball were very delayed due to weather this year. Final make up for swimming lessons is tonight. So many things to register for coming up this summer.

Jena Tollefson- Still taking registrations for school year. Gearing up for summer-calendars are available. Cardinal Place was present at both Kindergarten registrations and hopefully will bring in new families from that.

Tammy Rudningen- New brochure is out. Encourage people to sign up and check out all the great things we have to offer. WCER has freshened up their logo and look.

Stopped using local pictures in the brochure due to the lack of high quality pictures and not having permission from everyone to use their pictures. Pictures are selected based on the fact that they look like they could be from around Willmar.

City-Audrey Nelsen -Talked to Steve about being concerned about the lack of lifeguards for the wading pool. Let Steve know that someone brought up a concern from the Community Development meeting that the City Auditorium is left open and can get vandalized. Steve said they are looking at cameras, a key card system, and hopefully cutting those risks. Also noted the changes they have made by contacting key holders and renters about how to use the door locks, and when they have and don't have staff at the City Auditorium.

School Board-Liz VanDerBill-Reviewing the rental procedure and will have what they decide on in place for the next school year. Making sure Willmar is in line with other schools our size.

Steve-Scholarship money: Pact 4 had been giving \$3,000 annually up until last year so for the last year we have had no dedicated money for scholarships we have just been absorbing those costs into the programs. The Willmar Rotary Club donated \$500 for our scholarship fund and Steve was contacted about WCER Scholarships being the benefactor of the Mayor's Prayer Breakfast. WCER will receive the excess of donations after the cost of the breakfast. A request has also been submitted to the United Way for a discretionary grant.

Meeting adjourned 1:00pm with next meeting date May 24.

